

Application to add or remove, temporary or permanent Line Stations (Line Maintenance Facilities) to/from an approval.



Not required for Occasional Line Maintenance (less than ten consecutive days).

Submission instructions can be found at the end of the form.

FALSE REPRESENTATION STATEMENT
It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, license, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both.

1a. Applicant Details - An Individual (including sole traders and partnerships)

Title: Forename: Surname:
Date of birth (dd/mm/yyyy): Nationality:
Town of birth: Country of birth:
Permanent Address:
.....
Country Postcode:
Telephone: Mobile telephone:
E-mail:
Trading Name: (if applicable)
Website address:

A certified copy of your Passport or Full Photographic Driving Licence must accompany your application as proof of identification if this is your FIRST application.

In the case of a partnership, please provide complete details of all partners in Box 8.

1b. Applicant Details - A Registered Company

Registered Company Name (in full):
Registered Company Number:
Country of Company Registration:
Registered Office Address:
..... Postcode:
Telephone: Fax:
E-mail:
Trading Name: (if applicable)
Trading Address (primary site):
..... Postcode:

Authorised Representative of Company
This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.

Title: Forename: Surname:
Position in Company:
Telephone No: E-mail:

If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

This application will be considered in respect of and, if appropriate, granted to, the company registered under the Company number provided on this form.

1.c Applicant Details - An Unincorporated Association or other body

Name of Unincorporated Association or other body:

Address:

Country: Postcode:

Telephone: Fax:

E-mail:

Website address:

Authorised Representative of Unincorporated Association or other body

This application is to be signed by a person or persons authorised by the body named above to act on behalf of it. This should normally be a member or members of the managing committee of the association or other body. Evidence of the authorisation to act on behalf of the association or body should be provided with the application.

Title: Forename: Surname:

Position in Company:

Telephone No: E-mail:

Charity Number (if applicable):

This application will be considered in respect of and, if appropriate, granted to, the company registered under the Company number provided on this form.

2. Line Stations to be added or removed (copy and attach this page for more than three changes)

CAA Approval Number: Bilateral Approval Number(s):

Add a Line Station (Please complete section 3) Temporary Permanent Remove a Line Station

Line Station airport: Line Station country:

Is your Bilateral Approval applicable at this location? Yes No Bilateral country:

CAA Approval Number: Bilateral Approval Number(s):

Add a Line Station (Please complete section 3) Temporary Permanent Remove a Line Station

Line Station airport: Line Station country:

Is your Bilateral Approval applicable at this location? Yes No Bilateral country:

CAA Approval Number: Bilateral Approval Number(s):

Add a Line Station (Please complete section 3) Temporary Permanent Remove a Line Station

Line Station airport: Line Station country:

Is your Bilateral Approval applicable at this location? Yes No Bilateral country:

Please provide a copy of your updated Exposition with Line Stations added or removed as required for approval.

3. Details of Line Stations to be added (copy and attach this page for more than three Line Stations)

Line Station address:

Total number of aircraft per week:of which, overnight stops per week:

Scope of work (aircraft types supported):

Limitations (levels of maintenance):

Total number of staff: of which, number of A certifiers: B1 certifiers: B2 certifiers:

Names of all UK operators supported:

.....

Names of all other non-UK operators supported:

.....

Independent audit reference number:

Line Station address:

Total number of aircraft per week: of which, overnight stops per week:

Scope of work (aircraft types supported):

Limitations (levels of maintenance):

Total number of staff: of which, number of A certifiers: B1 certifiers: B2 certifiers:

Names of all UK operators supported:

.....

Names of all other non-UK operators supported:

.....

Independent audit reference number:

Line Station address:

Total number of aircraft per week: of which, overnight stops per week:

Scope of work (aircraft types supported):

Limitations (levels of maintenance):

Total number of staff: of which, number of A certifiers: B1 certifiers: B2 certifiers:

Names of all UK operators supported:

.....

Names of all other non-UK operators supported:

.....

Independent audit reference number:

Please attach a copy of the independent audit (with corrective actions for any findings) for each Line Station added.

4. Technical Declaration

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate and a true statement of all Line Maintenance Facilities under the CAA approval as detailed in the attached Exposition as referenced below:

Exposition reference: Exposition issue/revision/date:

I declare that each Line Maintenance Facility has the necessary staff, tooling, equipment and maintenance data as required to support the scope and scale of work at each location.

I understand that the CAA may conduct sample checks at the location(s) of each Line Maintenance Facility.

Name of person holding technical responsibility:

Position of person holding technical responsibility:

Signature of person holding technical responsibility:

Date:

The information submitted will be stored on a database and is restricted to authorised persons in accordance with the Data Protection Act 1998.

5. Financial Declaration

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I agree to pay the charges for this application in accordance with the scheme of charges.

I agree to pay any additional charges which may become payable in respect of this application under the scheme of charges.

Overseas Visits: If a Member or employee of the CAA is required to travel overseas in respect of this application, all expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.

Name of Applicant (named in 1):

Position of Applicant (named in 1):

Signature of Applicant (named in 1):

Or Signature of Authorised Representative (named in 1):

Date:

The information submitted will be stored on a database and is restricted to authorised persons in accordance with the Data Protection Act 1998.

6. Charges**IMPORTANT NOTES:**

Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.

If the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charges where functions are performed abroad.' All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.

NB: This application will not be processed until the applicable fees have been received.

7. Additional Information (if required)

8. Application Form Submission Service (Submit)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

Email (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

SMS (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

Important: Please save your completed form before proceeding.

Application Form Submission Service

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.